



# Safety Simply Stated

Volume 1, Issue 4

April 2004

City of Long Beach



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## Inspections, Inspections, Inspections

By: Michael Alio, City Safety Officer

**S**afety and health legislation requires organizations to provide employees with a reasonably safe and healthful place to work. The City and the manager who fail to meet legislated standards are subject to increasingly expensive liability, citations, fines, and imprisonment. Effective inspections vastly improve management's assurance of freedom from such penalties.

To understand the reasons behind conducting inspections, one must first understand that accidents stop work, hazards and clutter slow people down, and substandard conditions in the workplace may impair employee performance. Even low

risks that get ignored can cause employee irritation. Inspections are opportunities to find and treat problems, before they become big problems.

There are two (2) categories of inspections: informal inspections and planned inspections.

Informal inspections can take two forms: 1) Employees identifying hazards in the workplace on a daily basis, or 2) Supervisors conducting a daily walk-through in areas where the hazards are high (e.g., construction sites, shops, and garages). Employees are often the first to see things occur. Employees can be very effective in identifying hazards with loss potential. A positive approach is to have the employee report



the condition verbally to their supervisor. The supervisor then writes out a condition report in the employee's presence. Most importantly, the supervisor should tell the employee what he/she intends to do about the problem, why the action may be denied or delayed, and when it is corrected.

As valuable as informal inspections are, they are not enough. There are four (4) types of planned inspections: 1) Critical parts/items inspection,

*Continued on Page 2 ...*

If your interested in writing an article for our monthly Safety newsletter, please contact : **The City Safety Office** extension 6552.

When submitting an article of safety interest, all we ask is that you provide your source of information so we can verify the information before we distribute and post it n the City Safety website.

We are always open to new ideas and we look forward to hearing from you.  
—Thank you!

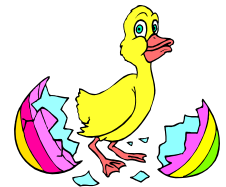
## Inspections, Inspections, Inspections Continued...

monthly facility inspections, and upper management safety inspections.

Critical part or items may be defined as the components of machinery, equipment, materials, structures, or areas more likely than other components to result in a major problem or loss when worn, damaged, abused, misused, or improperly applied. For example, critical parts are items like grinding wheels, forklifts, cranes, slings, etc. Critical parts must be checked on a daily basis before use. Do you know what your critical parts are??

There are five steps to developing a critical parts inventory:

1. Categorize things your department owns, such as machinery, equipment, materials, etc.
2. Delineate areas of responsibility, considering physical and operation arrangements, and assign responsibilities within each area.
3. List all objects in each category for each area. Use existing inventories such as accounting inventories, purchasing logs, and stockroom inventories.
4. Using a team approach, compile the list, and from it identify all critical parts/items.
5. List all parts on appropriate record system if not already on one.
  - a. Identify the piece of equipment
  - b. Identify the critical parts/items
  - c. Indicate what to inspect
  - d. Identify who does the inspection and at what frequency.



Monthly inspections are completed to ensure cleanliness and order. A place is in order when there are no unnecessary things about and when all necessary things are in their proper place. Monthly inspections brings benefits such as these:

- Eliminates accidental injury and fire causes
- Maintains greatest use of precious space
- Helps control property damage
- Encourages better work habits
- Reflects a well-run area.

Upper management inspections are a recognized industry best practice to show that leadership has an interest in the safety program. There are two types: 1) Annual inspection by an audit team that is headed by the City Safety Officer, 2) Upper management conducts workplace inspections on an annual or quarterly basis.

Annual inspections conducted by myself and my audit team are done strictly on fixed facilities. The purpose of this inspection is to document physical hazards. When the inspection is completed, a formal report is sent to the Department Head or Bureau Manager for follow-up.

Inspections completed by department managers are important in showing support for the overall safety program. Tours by senior and other level leaders provide visible evidence of interest, involvement, and commitment. Tour, as used here, means a walk-through specifically to observe critical safety and health items. Tours of this type also provide excellent opportunities for managers to give recognition and reinforcement of good performance in meeting standards for proper conditions and practices. Workplaces that appear hazardous or disorderly are often, and correctly, viewed as evidence of poor management. The executive safety tour should be scheduled and publicized well in advance. This gives people time to prepare and handle problems that they can fix by themselves. It also lets them get facts in order for areas where they need help.

The City Safety Office will provide training for interested departments that wish to learn more about the different types of planned inspections. Just send a request and we'll take care of the rest.

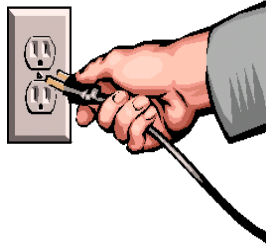
Reminder: All monthly facility/floor inspections are due by the 10<sup>th</sup> of each month for the previous month's inspection (e.g., March inspection is due April 10<sup>th</sup>).

## Extension Cords: A Temporary Solution

by: Jerry Wolfe, Department Safety Officer

**S**tate and federal codes and standards, state that extension cords are for **TEMPORARY USE ONLY**. What, exactly, does this mean? When can extension cords be used, and for what? Ideally, from a safety perspective, extension cords should only be used sparingly. A number of hazards are associated with their use: fire, resulting from circuit overload or inadequate cords; trips and falls from cords stretched across floors; electrical shock due to improper grounding; accidents due to cords stretched across work benches, etc. There are circumstances where a **TEMPORARY** extension cord is the only solution to the problem. This might include setting up audiovisual equipment for a seminar or training class, or temporary maintenance and

repair activities. They cannot be used on stationary equipment or equipment drawing more than 15



amps, such as refrigerators, or power tools. Extension cords **ARE NOT TO BE USED** as a substitute for fixed wiring.

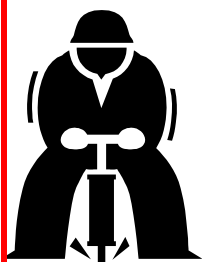
The cord **MUST NOT** cross aisles or walkways. The cord **MUST NOT** pass through doorways, walls, ceilings, or be attached to any surface, or be concealed beneath carpets or behind equipment. Cords **MUST NOT** be placed where they can come into contact with fluids or chemicals. They **ABSOLUTELY MUST NOT** be daisy-chained, i.e., linked together. Extension cords **MUST** be UL-Approved. They **MUST** be of sufficient gauge to support the

equipment requirements. They **MUST** be grounded - grounding adapters are unacceptable. They **MUST** be intact - no fraying, cracked insulation, tape repairs, or other damage. They should be uncoiled when in use, to avoid overheating. At wet or outdoor construction and maintenance sites they must be plugged into a circuit protected by a ground fault circuit interrupter. They should always lie flat and straight. A bent cord will overheat at the kink, destroying the insulation over time.

Surge suppressors are not to be used in place of extension cords. Their use is limited to sensitive electronic equipment. Other uses are prohibited.

## What is HAVS?

**H**and-Arm Vibration Syndrome (HAVS) is one of the most ignored and damaging occupational diseases, according to some workplace injury experts cited by the Center for Workplace Health Information. This condition was first discovered in the United States and characterized in 1918. At that time HAVS was known as Raynaud's phenomenon, other names such as "dead hand" or Vibration White Finger



disease were used until the 1970's when it was officially titled Hand-Arm Vibration Syndrome. HAVS is defined as the transfer of vibration from a vibration tool to the workers hand and arm. It is estimated that 1.45 million U.S. workers use vibrating tools and their use is responsible for

the majority of hand-arm vibration related occupational illnesses reported each year (Center for Disease Control).

The Development of HAVS depends on many factors, including the level of acceleration (vibration energy) produced by the tool, the length of time the tool is used each day, the cumulative number of months and years the worker has used the tool and the ergonomics of the tool. Factors that affect the response to vibration include grip force around the tool, gloves worn, body position and the axial force exerted on the tool (CDC). Numerous studies performed since 1918 have been linking hand-arm vibration exposure to HAVS, usually with, but not limited to, the concurrent presence of cold temperatures.

What should you do to help prevent and control HAVS? First you would

want to make sure your equipment is properly maintained. Tools that were not properly maintained were found to produce greater vibration levels than those that were properly maintained. Wear the proper personal protective equipment (PPE). Gloves help maintain body warmth (which helps reduce the severity of HAVS) and some glove designs may calm vibration. From a supervisor's standpoint, implementing engineering controls (i.e. redesigning hand tools to limit vibration generated) would be the first approach, followed by administrative controls (limiting exposure by changing shifts, or duration at which employees are using equipment) and PPE.

For more information on Hand-Arm Vibration Syndrome please reference:

<http://www.2protect.com/work1.htm>

<http://www.agius.com/hew/resource/havs.htm>

## Most Cited OSHA Standards, 2002

**T**he Division of Occupational Safety and Health (DOSH) Program Office has released their latest statistics for common violations that occurred in calendar year 2002.

According to DOSH there were not many changes among the top 10 cited standards from 2001 to 2002. Bloodborne pathogens & cleaning, repairing servicing and adjusting prime movers (lockout/tagout) are the only two new standards appearing on the list. They replaced violations of the agriculture field sanitation and permits to operate air tanks standards.

The total violations represented by the top 10 most cited standards account for about a third of the

total violations cited by DOSH in 2002.

*2004 Cal OSHA Reporter*

### 10 Most Frequently Cited Title 8 Standards, 2002

Standard	Total Violations	Serious Violations	% Serious
§ 3203 Injury and Illness Prevention Program	1,850	75	4%
§ 1509 Construction IIPP	1,033	10	1%
§ 6151 Portable Fire Extinguishers	720	3	0.40%
§ 5194 Hazard Communication	694	20	3%
§ 342 Reporting Fatality or Serious Injury	640	0	0%
§ 5144 Respiratory Protection Equipment	512	34	6.60%
§ 3314 Clean, Repair, Service & Adjust Prime Movers, Machinery & Equipment (Lockout/Tagout)	489	197	40%
§ 2340.23 Guarding Openings in Electrical Boxes	420	137	33%
§ 5193 Bloodborne Pathogens	408	101	25%
§ 2340.16 Work Space About Electrical Equipment	342	22	6%

## RISK TIP: STAYING AWAKE WHILE DRIVING

**A**utomobile accidents are a major cause of expensive liability claims. All this makes preventative measures very worthwhile. Since the National Highway Transportation Safety Administration (NHTSA) estimates that approximately 100,000 crashes each year are caused primarily by driver drowsiness or fatigue, one area of focus should be increasing drivers' awareness of this problem.

All drivers who have worked a full day need to be conscious of their sleepiness. Driving fatigue is only a fancy way to say, "Dead tired." Don't let employees become statistics due to their sleepiness -- motor vehicle crashes are still the number one cause of death in the workplace.

The following are some practical tips to pass along to drivers of your vehicles:

1. Eat a healthy, balanced diet -- People who are not eating properly or are overweight suffer from poor quality sleep.
2. Set a consistent sleep cycle -- Consistency can help when getting "more" sleep is not an option.
3. Maintain a regular exercise schedule -- Any activity on a consistent basis should help.
4. Cut down or eliminate caffeine, alcohol, and nicotine consumption, especially before going to sleep. It can take up to 6 hours to get caffeine out of your bloodstream -- any of these substances before bedtime can affect how you rest.
5. Recognize warning signs -- drifting or weaving in your lane, tailgating, missing your exit, head nodding, excessive

yawning, or rubbing of eyes.

6. Pull over (in a safe area) for a short nap and then take a walk to stretch and wake up.

7. Caffeine is, at best, a short-term solution of last resort, and will wear off quickly when you are overtired.

Get more tips from:

<http://www.sleepfoundation.org>,  
<http://www.nhtsa.dot.gov>, and  
<http://www.aaafoundation.org>.

***"due to their sleepiness -- motor vehicle crashes are still the number one cause of death in the workplace."***

## I'm just the supervisor... What can I do to Prevent injuries?

By: Laurie Browning, Department Safety Officer

**E**mployees work at the standard set by the supervisor! This includes promptness, courtesy, customer service and other work habits as well as safety.



The supervisor is responsible for the safety of the employees and the safe condition of the work area. If you do a good job of meeting that responsibility, your program will be successful.

Your attitude about safety and setting a good example absolutely makes a difference:

- ⌘ Do you enforce safe practices and regulations?
- ⌘ Do you permit or engage in horseplay?
- ⌘ Do you wear PPE (goggles, respirator, hearing protection, gloves, etc.) in an area where it is required?



Remember that most workers have never been trained to work safely.

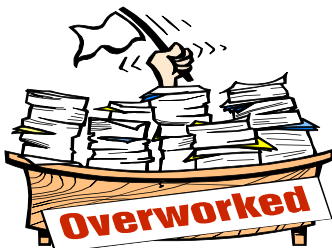
Take appropriate action if an employee is having personal difficulties that affect safety. Contact your Personnel Superintendent or AO for guidance.

Observe your employees at work. If you see unsafe acts, inform the worker and explain why it is unsafe. Many don't know until you tell them.

Make sure employees know how to report issues like poor housekeeping, damaged equipment and other hazards.

Periodically inspect work areas, tools, storage rooms, etc...

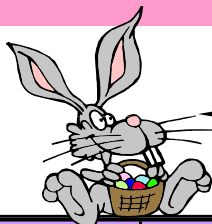
Take corrective action promptly when an unsafe act or condition is brought to your attention.



Investigate all injuries and near misses to determine the cause and prevent further occurrences.


Let your employees know that safety is not just a priority, it's a value. Organizational priorities change frequently - organizational values remain constant.





# April 2004

## Citywide Employee Safety Training Calendar (scheduled as of March 23, 2004), check safety website for updates

Date(s)	Course	Time(s)	Location
April 02	Asbestos Supervisor Refresher	8:00 – 5:00 pm	NATEC, International, Inc. 1100 Technology Circle Suite A, Anaheim, CA <b>NOTE: For PW Employees</b>
April 02	Forklift (Initial) 8 Hours	8:00 – 5:00 pm	TS/Wireless Communications, 5580, Cherry Ave <b>NOTE: For TS Employees</b>
April 07	Fire Extinguisher (Partial Module 4)	<i>AM Session:</i> 10:00 – 12:00 pm <i>PM Session</i> 1:00 - 3:00pm	LB Airport Maintenance Yard 3150 St. Louis Ave. (EB 32nd Street, just immediately north of the NB 405 offramp onto NB Cherry A)
April 14	Drug Lab Awareness	8:00 – 5:00 pm	LBE/Bonita Room 2929 E. Willow Street, 2nd Floor Conference Rm <b>NOTE: For DHHS Employees</b>
April 14	First Aid (Module 2) 	<i>AM Session:</i> 8:00 – 12:00 pm <i>PM Session</i> 12:30 - 4:30pm	American Red Cross 3150 E. 29 <sup>th</sup> Street, Classroom 2 <b>NOTE: Park in the back parking lot</b>
April 14 – 16	Defensive Driver's Training	<i>AM Session:</i> 8:00 – 12:00 pm <i>PM Session</i> 12:30 - 4:30pm	Harbor Department (POLB) 925 Harbor Plaza Drive, 5 <sup>th</sup> Floor Conference Rm
April 19	Bloodborne Pathogen (Module 3)	8:00 – 11:00 am	LBE/EDC, 2929 E. Willow Street, Classroom <b>NOTE: Please enter off Willow St. or park on curb</b>
April 20	Forklift (Initial) 4 Hours	7:30 – 11:30 am	LBE, 2900 E. Spring Street, Auditorium <b>NOTE: For LBE Employees</b>
April 20	Forklift (Refresher) 4 Hours	7:30 – 11:30 am	LBE, 2900 E. Spring Street, Auditorium <b>NOTE: For LBE Employees</b>
April 20 & 22	Asbestos O&M (16 Hours)	7:30 – 4:30 pm	LBE/EDC, 2929 E. Willow Street
April 21	Forklift (Initial) 4 Hours	7:30 – 11:30 am	LBE, 2900 E. Spring Street, Auditorium <b>NOTE: For LBE Employees</b>
April 22	Forklift (Initial) 4 Hours	7:30 – 11:30 am	LBE, 2900 E. Spring St. Building 551 Training Rm <b>NOTE: For LBE Employees</b>
April 23	Forklift (Initial) 4 Hours	8:00 – 12:00 pm	Fire Training Center 2249 Argonne Avenue, Training Room <b>NOTE: For Fire Employ</b>
April 28	Forklift (Initial) 4 Hours	8:00 – 12:00 pm	Fire Training Center 2249 Argonne Avenue, Training Room <b>NOTE: For Fire Employ</b>
April 28	Asbestos Building Inspector Refresher (8 Hours)	7:30 – 4:30 pm	PW, 1601 San Francisco Avenue, Training Room
April 29	Follow-the-Book Training	3:00 – 4:30 pm	Main Library 101 Pacific Avenue, lower level, Meeting Room 1 <b>NOTE: For Library Employees</b>



**NOTE:** Course dates and time are subject to change without notice.

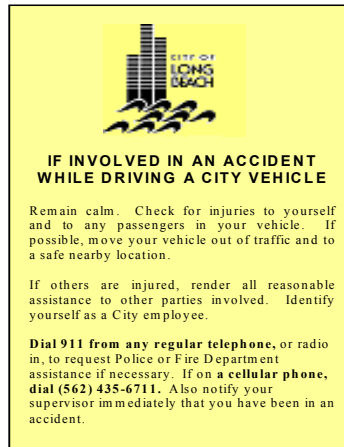
- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class.

## Updated Employee Guide: If involved in an Accident While Driving a City Vehicle

By: Tristina Meche

**E**very City employee should have a quick pocket guide of what to do when involved in an accident while driving a City vehicle. As of March 2004 the employee guide has been updated and is available for your department to purchase at reprographics. (form # **SF-343**).

This short summary guide includes do's



& don'ts, what to do if injured, and several contact numbers that should help if you find yourself in this situation.

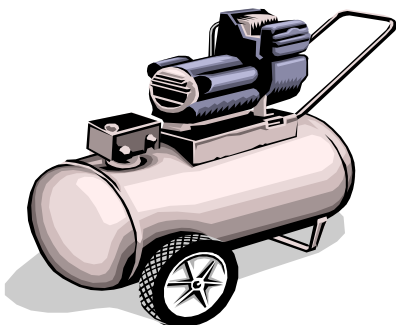


## Calling All Air Compressors & Propane Tanks!!!

By: Tristina Meche

Over the past year and a half, the City Safety Office has been attempting to track down all air compressors and propane tanks in the City.

When we started this project, we only had a list of 9 compressors and just by asking the departments we have found a total of 97 compressors within city facilities. Air compressors having a volume of 1½ cubic feet or less, which have safety valves set to open at not more than 150 psi, do not require permits to operate. All other air compressors must be inspected by a certified inspector every 5 years.



Once the inspector comes out to physically inspect the compressor he will submit a report to the State of California's Boiler and Pressure Vessel Unit. The finding of the inspection determines the next course of action as follows:

- € If the compressor is in perfect working order, a new permit will be generated and sent to the City Safety Office who will then pass them along to the proper department personnel.
- € If the compressor is not in proper working order, the inspector will submit a list of the items that need to be corrected. Once they are corrected, he will come out again to re-inspect the compressor.

The City then has 30 days to bring the compressor to proper working order before the inspector needs to submit the paperwork to the State advising them of the faulty status of the compressor.

Propane tanks go through the same process as air compressors, except their permits need to be renewed every 3 years and the physical inspection does not take as long.

The permit that the State issues the City for our air compressors and propane tanks needs to be posted next to the vessel it represents at all times and must be protected from the elements. Most departments have their permits in a glass frame to protect it, while others opt to laminate the permit.

If there is an air compressor or propane tank in your work area that does not have a permit posted, it could be the City Safety Office does not know that particular compressor or tank exists, or the permit has not been sent to the proper person. In either case, please contact Tristina Meche in the City Safety Office at x: 5892 so this may be corrected.

## ~ Safety Quiz: In the Kitchen ~

*Choose the answer that best describes the practice in your household, whether or not you are the primary food handler.*

1. **The temperature of the refrigerator in my home is:**
  - a. 50 degrees Fahrenheit (10 degrees Celsius)
  - b. 40 F (5 C)
  - c. I don't know; I've never measured it.
2. **The last time we had leftover cooked stew or other food with meat, chicken or fish, the food was:**
  - a. cooled to room temperature, then put in the refrigerator
  - b. put in the refrigerator immediately after the food was served
  - c. left at room temperature overnight or longer
3. **The last time the kitchen sink drain, disposal and connecting pipe in my home were sanitized was:**
  - a. last night
  - b. several weeks ago
  - c. can't remember
4. **If a cutting board is used in my home to cut raw meat, poultry or fish and it is going to be used to chop another food, the board is:**
  - a. reused as is
  - b. wiped with a damp cloth
  - c. washed with soap and hot water
  - d. washed with soap and hot water and then sanitized
5. **The last time we had hamburgers in my home, I ate mine:**
  - a. rare (140 F)
  - b. medium (160 F)
  - c. well-done (170 F)
6. **The last time there was cookie dough in my home, the dough was:**
  - a. made with raw eggs, & I sampled some of it
  - b. made with raw eggs and refrigerated, then I sampled some of it
  - c. store-bought, and I sampled some of it
  - d. not sampled until baked
7. **I clean my kitchen counters & other surfaces that come in contact with food with:**
  - a. water
  - b. hot water and soap
  - c. hot water and soap, then bleach solution
  - d. hot water and soap, then commercial sanitizing agent
8. **When dishes are washed in my home, they are:**
  - a. washed & dried in an automatic dish washer
  - b. left to soak in the sink for several hours & then washed with soap in the same water
  - c. washed right away with hot water and soap in the sink and then air-dried
  - d. washed right away with hot water & soap in the sink and immediately towel dried
9. **The last time I handled raw meat, poultry or fish, I cleaned my hands afterwards by:**
  - a. wiping them on a towel
  - b. rinsing under hot, cold or warm tap water
  - c. washing with soap and warm water
10. **Meat, poultry and fish products are defrosted in my home by:**
  - a. setting them on the counter
  - b. placing them in the refrigerator
  - c. microwaving
11. **When I buy fresh seafood, I:**
  - a. buy only fish that's refrigerated or well iced
  - b. take it home immediately and put it in the refrigerator
  - c. sometimes buy it straight out of a local fisher's creel
12. **I realize people, including myself, should be especially careful about not eating raw seafood, if they have:**
  - a. diabetes
  - b. HIV infection
  - c. cancer
  - d. liver disease

**\* Recommendations for the best practice will be posted in next months Newsletter.**







Visit us on the web at:

<http://wmirror.cihttp://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index>

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Loida Garcia, Clerk Typist III.....(562) 570-6552

Tristina Meche, Intern.....(562) 570-5892



## Answers to Last Months Safety Quiz... How did you do?

How does your knowledge of workplace eye safety rate?  
Answer each statement True or False.

1. Safety glasses can be bad for your eyes? **FALSE**
2. Using a computer terminal won't damage your eyes. **TRUE**
3. Safety glasses that have scratches or pits do not need to be replaced. **FALSE**
4. Contact lenses provide enough safety in the work environment so you don't need safety glasses. **FALSE**
5. Face shields by themselves offer adequate eye protection. **FALSE**
6. Industrial safety glasses can be made with your own prescription. **TRUE**
7. All eyeglasses sold in the U.S. are required to be impact resistant. **TRUE**
8. The differences between glass, plastic and polycarbonate lenses are minimal. **FALSE**
9. Proper occupational safety eyewear is available outside the workplace. **TRUE**
10. Serious eye injuries usually happen only at work. **FALSE**

Source: Prevent Blindness America